

## **Mission Tips For Units Conducting Annual Training (AT) OCONUS** *a.k.a. Overseas Deployment Training -- ODT*

1. Be sure you understand why you came to or sent someone to the Overseas Coordination Conference (OCC).
  - a. Representatives from the deploying RC unit attend to conduct an AT planning conference and site recon. They should ensure they have coordinated all logistical and life support requirements with their sponsor. It is critical that they relay this information back to their leaders and soldiers.
  - b. Sponsor Unit representatives attend to coordinate how they will provide logistical and life support to the RC unit. If it isn't part of a reasonable two duffle bag packing list, it's probably the Sponsor Unit's responsibility to get it or make it happen. Sponsor Unit representatives should note the RC unit is dedicating its AT to fill a request for support by Sponsor Unit or higher headquarters.
  - c. Both parties should leave with reasonable expectations. Again, ODT is nothing more than AT. Do not allow soldiers to be disappointed by assuming they will be in hotel rooms or other luxury accommodations. Likewise, identify a realistic mission work schedule. Remember, AT, not 'European Vacation'.
2. All soldiers traveling to the EUCOM AOR to serve in an official military capacity, under any status (TDY, ADT, ADSW, ODT, TTAD, PSRC, etc), become the command and control responsibility of US Army Europe (USAREUR).
  - a. Travel orders should reflect that the soldier is serving under US Code Title – 10 (federal laws concerning command and control and UCMJ). They may not travel under US Code Title – 32 (federal laws providing for ARNG state command and control).
  - b. All groups and individuals require permission from the US military authority and the host nation to be in theater. There are two categories of clearance typically applied to military units or individuals, by invitation of the US military authority or by deploying unit or group submitting a request for clearance.
  - c. ODT line numbers constitute an invitation by HQ USAREUR. ODT Line numbers are forwarded twice annually to the host nation Ministry of Defense (MOD). ODT line numbers are not a mechanism to be used to gain short-fused country and theater clearances for non-ODT visits.
  - d. The other acceptable method for gaining country and theater clearances are outlined in the Foreign Clearance Guide (FCG). You can access the FCG at: <http://www.fcg.pentagon.mil/>.
3. Deploying units and/or their higher headquarters must be proactive in making travel arrangements. It is very important to plan travel as early as possible.
  - a. Local Contracted Travel Offices (CTO) should be contacted as dates and location(s) for the AT have been established. Don't make them guess when your unit is going to travel.

b. CTOs are required to use government fares (GSA negotiated and fix fares from city to city for the fiscal year), unless mission requirements dictate otherwise. Leaving an hour later to ensure proper rest is not a mission requirement. You can view government arranged city-to-city air routes at [www.gsa.gov](http://www.gsa.gov) (look under government travel and the city pair program).

c. CTOs may also benefit from a troop movement bid program sponsored by SATO Travel. SATO will solicit airlines for groups of seats on commercial flights and provide those bids to the deploying command. If the command chooses to use one of those bids, the local CTO then books the tickets (receiving full credit for the sale). More information is available at [www.satotravel.com](http://www.satotravel.com) (look under troop movement program).

d. Departure from small airports and late reservations are common reasons for units to be broken up on several flights. Multiple flights create command and control problems for the deploying unit and reception/transportation problems for the sponsor. Ask your CTO to block seats (names and payment not required) and depart from a major international airport.

4. Pregnant or critically ill soldiers will not be sent OCONUS.

5. Dependents are not authorized to accompany soldiers participating in an OCONUS mission.

6. CONUS-based RC soldiers cannot perform IDT (drill weekend training) OCONUS.

7. Soldiers on ODT are not TDY. They will not be reimbursed for rations, paid per diem for lodging, nor receive separate rations during AT.

a. Soldiers should be provided no cost government quarters during ODT. Should a sponsor unit require the unit to stay in a government guest house, the sponsor will produce a local order (DA form 1610) providing per diem for lodging.

b. A dining facility is the prescribed method of messing for ODT. RC enlisted soldiers should be provided no cost rations at a dining facility. Officers should pay as they go. Should the local dining facility be closed or unavailable, the sponsor has the option to transport the RC soldiers to an open dining facility, contract meals, or produce a local order (DA form 1610) providing per diem for rations.

8. Written agreements and MOUs/MOAs, personal promises, handshakes, etc. allowing unit exchanges between states/territories and foreign countries (this includes Canada) are not legal or binding and are unauthorized. All unit exchanges between individual states/territories and foreign countries must be part of a pre-established DA unit exchange program and coordinated through NGB/USARC, or be approved by DA, NGB/USARC, and the affected Combatant Commander as a one-time, conditional unit exchange on a case by case basis.

9. The "T" in ODT stands for TRAINING, not trip, tour, or travel. OCONUS visits by all soldiers are done via autodin theater/country requests per the Foreign Clearance Guide, not through the use of an ODT line. Theater/country clearance requests should be made as far out as possible, but no later than 30 days out. VIP (GOs and Civilian Officials) OCONUS visits are especially difficult to coordinate on a short-fuse suspense because the USAREUR and EUCOM are restricted by rigid protocol procedures regardless of what the RC VIPs have planned for themselves.

10. An ODT line is associated to a specific unit from a specific state/territory. If a unit is spread out among two or more states/territories, then each one of those states/territories should have a different line number even though the unit designation may be the same.

11. The advanced party (ADVON) for a main body ODT deployment should be comprised of unit specialists or decision makers that can assist the deploying unit and sponsor prepare for a smooth Reception, Staging, and Integration (RSI). During the OCC planners should consider including Cook(s), Supply/Logistics Specialist(s), and an Operations Officer/NCO(s) on the ADVON. All soldiers on the ADVON should seek a valid theater driver's license prior to departure, as should almost all of the soldiers in the unit deploying. For SOF deployments, the ADVON should incorporate a Class A Agent, a Logistics Officer/NCO and an Operations Officer/NCO.

12. Should problems/issues arise during ODT, ensure the sponsor unit is aware of and understands the issue and has a reasonable opportunity to seek resolution. If the problem cannot be resolved between the RC and Sponsor Unit, it should be brought to the attention of the Senior Guard or Senior Reserve Advisor at that Major Subordinate Command (MSC), as appropriate. Don't allow a problem to fester and have soldiers return home with a negative experience, fix it while the unit is here.

13. Soldiers and units participating in an ODT must depart from their home stations to the overseas location on the date indicated in their orders and return from that location on the date indicated in their orders. Leaves are not authorized anytime during the extent of the ODT or following the end date of the ODT. All units who deploy on an ODT together must return to CONUS together. No one stays past the date on his/her orders.

14. While performing ODT in AT status, the mission of the soldiers participating should always be related to unit based, collective METL training. The keys to ensuring ODT provides RC training benefit are After Action Reviews (AAR) and Training Evaluations.

a. Deploying units should plan and execute AARs for their pre-deployment phase, deployment phase, mission execution phase, and redeployment phase. A brief format pertaining to ODT can be found in AR 350-9. A copy of unit AARs should be provided to the Sponsor Unit, who should forward a copy to the MSC's ODT Manager.

b. Training evaluation can be in the form of a full external evaluation or a letter of evaluation. In either case the Sponsor Unit is required to provide input. Ensure that RC unit's training assessment requirement are known and coordinated by both parties prior to leaving the OCC. Copies of completed evaluations must be provided to the Sponsor Unit and the MSC ODT Manager.

15. MI unit and individual soldier deployments overseas are now accounted for on the ODT plan and must have an ODT line assigned. This includes all REDTRAIN, DIRP, TALP, and JRIP OCONUS support. OCONUS ADSW are also required to have a line number.

16. All ARNG SOF deployments are tracked and coordinated through two channels; through the SOF chain of command to USASFC and through the state/territory training chain of command to NGB.

17. ODT is a "Pull" system. The OCONUS MACOM (in this case USAREUR) requests RC support, the RC honors those requests in order to enhance training opportunities. All ODT (AT

performed OCONUS) within the EUCOM/USAREUR AOR must be initiated by an AC request for support.

18. RC planning requirements dictate that ODT is not a rapid reaction program. Therefore, do not solicit for or commit to ODT missions on short notice, unless that unit can do the job with minimal prior train-up. NGB and USARC typically seek to commit RC units two years prior to their actual ODT in order to give those units/soldiers time to get prepared for the mission.

19. Encourage RC soldiers to get a Passport. While most NATO countries, and those PfP countries that signed the NATO/PfP Status of Forces Agreement (SOFA), allow entry into their countries for military training purposes only using orders and a valid military ID card, it is not prudent to rely on that system. Many foreign customs agents are unfamiliar with the SOFAs. Special treatment and the resulting delays bring undue attention to the military traveler. For the protection of the individual and overall operational security, a civilian Passport is the best means of clearing a foreign border.

20. Enjoy the opportunity train with your counterpart in Europe.